



Community Services Department  
17<sup>th</sup> Annual Hometown Holiday Boutique  
Vendor Application  
Saturday, December 8, 2012  
9 a.m. – 6 p.m.

Company/Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_ E-mail address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of product or service \_\_\_\_\_

**Requests**

Indoor Space (limited available) \_\_\_\_\_ Corner Booth \_\_\_\_\_ Next to Specific Vendor \_\_\_\_\_

Vendor Name \_\_\_\_\_ Other Requests \_\_\_\_\_

(All requested will be considered, but please note that they may not be granted.)

**Booth Space Fees**

Paid by November 9<sup>th</sup> - 10 x 10 Spaces - \$40.00 (Non-Food Vendors)

After November 10<sup>th</sup> - 10 x 10 Spaces - \$50 (if space available)

**FOOD VENDORS - 20% of PROFIT**

Please make checks payable to: **Town of Buckeye**

**Send to:**

Douglas Strong  
Community Services  
530 East Monroe Ave.  
Buckeye, AZ 85326

I do hereby release and hold harmless the event sponsors, The Town of Buckeye and any other party involved in this show, from any and all liability, including but not limited to: any claims, liabilities, losses or damages, costs and expenses whatsoever, ordinances or legal authority or cause, theft, personal injury, bodily injury, or act of God, arising out of any loss, injury, death, or damage that may arise during this event. I agree to comply with all event regulations.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please initial that you have read and accept event regulations including cancellation policy** \_\_\_\_\_

For additional information, contact Doug at 623-349-6320 or [dstrong@buckeyeaz.gov](mailto:dstrong@buckeyeaz.gov)

**Office Use Only**

Date Received: \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_

**Hometown Holiday Boutique  
Event Regulations & Cancellation Policy:**

1. **Check-in:** Vendor check-in will begin at 6:30 a.m. Saturday, December 8, 2012. We ask that your booth set up be completed and ready by 9:00 a.m. All vendors must stay within their assigned space limits; variances must be pre-approved by the Town of Buckeye, hereinafter known as ("TOB"). **SUPPORT VEHICLES SHOULD BE OUT OF THE EVENT AND PARKED IN THE DESIGNATED PARKING AREA BY 9 a.m. so we can make room and be ready for shoppers.**
2. **Tear Down Rules:** We ask all vendors not to take down booth(s) until the event is over. Holiday Boutique hours are 9:00 a.m. – 6:00 p.m. However, new this year we will be organizing the Holiday Boutique up to the start time of the Glow on Monroe Electrical Light Parade which is set to begin at 6:30 p.m. Please have area broken down by 7:00 p.m., unless you chose to stay open after the Glow on Monroe Electrical Light Parade which is approximately an hour in length. Please be prepared, during the electrical light parade (approximately 6:30 pm – 7:30 pm) all street and area lighting will be shut off. Immediately following the parade all street and event area lighting will be restored. Those vendors choosing to remain open after the parade must be broken down by 9:00 p.m. Vendors will be responsible for any damage caused to Town property during the event, set-up and/or tear down.
3. **Electrical Power:** Food vendors needing power must bring their own generator and abide by all requirements set forth by the TOB. If you have any questions regarding these requirements, please feel free to contact us.
4. **Space Assignments:** Assignments are based on space available, organization needs, and type of service. You will be assigned a specific space and location. If you have any issues or would like to request a different location, please speak with staff for assistance well in advance.
5. **Arizona State Transaction Privilege Tax License (TPT):** The Arizona Department of Revenue requires vendors to acquire (TPT) licenses. Please visit their website at [www.aztaxes.gov](http://www.aztaxes.gov) or call (602) 542-4576 or 1-(800) 634-6494.
6. **Hold Harmless Agreement:** Organizations agree to indemnify and hold harmless **Town of Buckeye, AZ** and their officers, agents and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of, or in any way connected with the exercise by the organization of the privileges herein granted. You agree to release TOB from responsibility and/or claim for loss, damage, or injury to your person or those representing your concession. TOB is not responsible for damage caused by acts of God or natural cause. Professional conduct is mandatory. Complaints and comments must be addressed with TOB management and not openly discussed with other organizations or patrons.
7. **Fire and Safety:** You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety.

8. **Equipment and Rentals:** Equipment or fixtures needed for your booth such as pop-up tents/canopies, fencing, tables, chairs, etc. is your responsibility and will not be provided by TOB.
9. **Waste and Clean-Up:** Please assist in keeping our facility clean. Before you leave, remove all garbage and deposit in the designated garbage bins at the event site and check your area for personal belongings. It is the vendor's responsibility to clean their booth space prior to leaving the event.
10. **Cancellation Policy:** Vendors canceling **prior** to November 9, 2012 will be entitled to 100% refund of their booth fee; vendors canceling **after** November 9 will forfeit their entire booth fee.

#### **Food Vendors Only:**

1. **20% of Food Profit:** Food vendors agree to pay the TOB with 20% of its proceeds, within five (5) business days after the event, in exchange for booth space and for being chosen as one of our select food vendors. It is the responsibility of the food vendor/owner to provide accurate and ethical accounting practices to ensure the TOB receives the full twenty percent of the food vendor's total proceeds while participating in TOB event(s). Any food vendor who is dishonest or in violation of this understanding will result in not returning to this or other future TOB events and may result in reporting to the Better Business Bureau.
2. **Menu and Diagram:** TOB strives to provide quality food, services and presentation to all participants and spectators at this event. Your booth must look professional in appearance and be kept clean at all times. We wish to have a variety of food items available to the public with little duplication. **You must submit a menu with this contract listing all food items you intend to serve including portion and price.** Once your menu is approved, you cannot add or substitute any items without prior approval from TOB. **Diagram:** Please submit a detailed drawing of the set-up of your vendor space.
3. **Insurance:** You **must** provide a certificate of general liability and product liability insurance to TOB as evidence of insurance in force. **The certificate must name the following as additionally insured: Town of Buckeye, AZ.** Your limits of liability must be at least \$2,000,000.00 aggregate and \$1,000,000.00 per occurrence. *You will not be allowed to set up if you have not first provided this certificate to TOB.* The insurance is at your own cost. If this certificate is not provided, TOB reserves the right to withdraw you from the event at the cost of all prepaid fees.
4. **Health Department:** It is the responsibility of all food vendors to contact and notify Maricopa County of food service during this event. Vendors must abide by the Maricopa County division of Environmental Health guidelines. For more information call: (602) 506-6272 or [www.maricopa.gov/envsvc](http://www.maricopa.gov/envsvc) search special events
5. **Water:** Potable water is not provided. You will need to bring your own potable water.
6. **Alcoholic Beverages Sales:** Absolutely NO sales of alcohol will be permitted by an unauthorized vendor.